



## ARTISTS FOR HUMANITY AMERICORPS MASSACHUSETTS PROMISE FELLOW

---

AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 6-12. Fellow projects focus on mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

**The Massachusetts Promise Fellowship** achieves this by placing AmeriCorps Fellows with schools, non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

---

### SERVICE DESCRIPTION

**BOSTON-** Founded in 1991, Artists For Humanity's (AFH) mission is to provide under-resourced urban youth with the keys to self-sufficiency through paid employment in art and design. AFH began with what was then an ambitious and unconventional idea – young people can provide, through their innate talent and vision, contemporary creative services to the business community. In 2004, AFH constructed Boston's first Platinum LEED-certified facility, the Artists For Humanity EpiCenter, which allowed us to grow exponentially as a youth and cultural community resource, a successful enterprise, and a center for economic and environmental sustainability. AFH is now the largest onsite employer of Boston teens, empowering them through experiential arts/entrepreneurship and workforce development opportunities.

Reporting to the Education Director, the Fellow/Education Coordinator is responsible for supporting Artists For Humanity's educational/teen benefit goals. With the Mentor being the first line of communication with teen apprentices, the Fellow/Education Coordinator works in direct collaboration with AFH Mentors to achieve program goals. In addition to direct service and preparation for educational programming, the Fellow/Education Coordinator is responsible for reporting on success of all responsibility areas. The Fellow/Education Coordinator works in close collaboration with the Education Director.

### ESSENTIAL RESPONSIBILITIES

- Coordinate and facilitate the Evening Tutoring Program
  - Facilitate tutoring four days per week
  - Track participant attendance and report absences to participants' mentors
  - Identify high risk teens and work with Education Director and mentors to address their unique needs
  - Identify areas for program efficiency and impact improvement
  - Recruit, manage and train volunteer tutors (i.e. time commitments, skill sets, etc.)
  - Maintain supplies for tutoring program
  - When needed and time allows, serve as a tutor for college access and other personal areas of strengths

#### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Support reporting of Tutoring Program participation and impact (including facilitation of surveys for feedback from tutors and teen participants)
- Support College Readiness Program
  1. Maintain Scholarship Database
    - Update scholarship deadlines for participants and alumni in online databases
    - Update scholarship materials for participants and alumni in physical binders
    - Research additional scholarship opportunities
    - Report on scholarships awarded for graduating class
    - Update monthly calendar posted at AFH
  2. Coordinate and facilitate college trips
    - Plan college trips for February and April vacation weeks, and possibly other BPS school closure days
    - Recruit participants to attend college trips
    - Report on participation
  3. Monitor progress of Bottom Line cohort (approximately 12 seniors)
    - Provide ongoing college preparation support of seniors being served by Bottom Line, as needed
    - Meet with cohort individually to discuss scholarship opportunities
  4. Support teens with college readiness program referrals (such as, Bottom Line, Let's Get Ready, Posse Foundation, and Success Boston)
- Support the monitoring and analyzing of participant academic success
  - Collect quarterly report cards from all participants
  - Upload grades to AFH database of participant records
  - Track participant grades to determine tutoring need
  - Data entry and analysis of grades to support the effort of determining long-term impact of tutoring services and AFH program participation
- Maintain database on participant school records
  - Conduct quarterly assessments in collaboration with mentors to ensure accurate records of schools attended and graduation years
  - Determine errors in database and update accordingly
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

#### QUALIFICATIONS

- Minimum Bachelor's degree in relevant field (i.e. Education, Youth Development, Social Work)
- Experience in Education required (i.e. tutoring, teaching, college counseling)
- Minimum two years experience working directly with teens
- Ability to provide compassionate yet no-nonsense approach to teen oversight
- Ability to identify and develop tutoring support that best matches teens' unique needs
- Belief in and passion for the role of art, design, and entrepreneurship in youth and career development
- Demonstrated commitment to educational access and success for youth (including college, but also other further education opportunities)
- Strong leadership skills with excellent communication and listening skills
- Familiarity with and working knowledge of Excel, Google Docs, and Google Sheets (Salesforce and Podio a plus)
- Ability to work independently
- ESL experience and/or command of a second language a plus (Mandarin desired)
- Knowledge of Boston area schools a plus
- Interest in and commitment to national and community service

#### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
 masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- The desire to work tirelessly on behalf of AFH teen artists, to take initiative, display a strong work ethic, pay attention to detail, continue to grow as a professional, operate resourcefully, and support colleagues.
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check. \*Eligibility to participate in MPF is contingent on the results of this screening

#### FELLOW SCHEDULE

10-6PM MONDAYS

12-8PM TUESDAYS

12-8PM WEDNESDAYS

12-8PM THURSDAYS

10-6PM FRIDAYS

SUPERVISOR: LESLEY KANTLEHNER ([LKANTLEHNER@AFHBOSTON.ORG](mailto:LKANTLEHNER@AFHBOSTON.ORG))

**NOTE:** The Fellow will follow the MPF vacation policy (see below for MPF's "for more detailed program information"), however during AFH's seven-week summer program all AFH are expected to be present.

#### BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$14,500/year ♦ Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Loan forbearance and a \$5,815 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

#### CONTACT INFORMATION

**Apply ASAP!** Applicants are hired on a rolling basis.

Visit <https://www.surveymonkey.com/r/mpfgeneralapp2017> to complete a general application **and send a letter of interest, resume and contact info for two references ASAP and before June 30<sup>th</sup>, 2017** to Lorraine Johnson at [LJOHNSON@AFHBOSTON.ORG](mailto:LJOHNSON@AFHBOSTON.ORG).

#### MORE INFO

- Interviews will take place during May and June of 2017 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 16<sup>th</sup>, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 8<sup>th</sup>, 2017
- More information about Artists for Humanity and the youth program can be found at <http://afhboston.org/>
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

---

The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

#### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
 masspromisefellows@neu.edu ♦ [www.masspromisefellows.org](http://www.masspromisefellows.org)